

28 May 1976

MEMORANDUM FOR: Deputy Director for Administration
STATINTL FROM : [REDACTED]
Chairman, ADMAG
SUBJECT : Employee Suggestion - Extend Lunch Periods by
Fifteen Minutes

1. ADMAG has had under review an employee suggestion that the lunch period be officially extended fifteen minutes to bring the regulations in line with the practices and thus alleviate lost work time to the Agency and frustrations to the employee at not being able to stay within the current thirty minute time allotment. ADMAG discussed the matter from several points of view and each time arrived at the same conclusion that the supervisor making the suggestion has a supervision problem that would not be solved by acting affirmatively on this suggestion.

2. Those members of ADMAG that eat in the Headquarters cafeterias have experienced that by going to a cafeteria at a time other than on the hour or half hour, thirty minutes is adequate time to eat and return to the office. We also considered the situations in buildings such as Chamber of Commerce, Key, etc., that do not have cafeterias. We concluded that a severe morale problem would be raised if their lunch hours were extended by fifteen minutes. It would appear to those employees that the nebulous "They" were out to get them again, i.e., no cafeteria in the first place, no exercise facility, required to pay for parking and now because some supervisor doesn't want to enforce a rule, a longer lunch period.

3. It is our recommendation that the lunch period not be extended and the suggestion be returned to the Awards Committee with this evaluation. We feel, however, that it may be advisable to have a Headquarters Notice addressing the subject of the lunch period. The notice should clearly state the Agency policy on the subject and may also discuss factors to be considered prior to any changes in policy. An action similar to this was taken with regard to making outside telephone calls. A copy of that notice, [REDACTED] is attached.

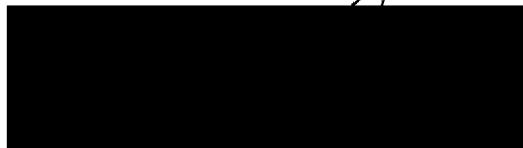
4. [REDACTED] Executive Secretary of the Awards Committee, in addition to soliciting ADMAG's analysis of the suggestion, requested ADMAG obtain the Office of the DDA reactions to our conclusions and recommendations. Attached is the Employee

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Suggestion package, including ADMAG's evaluation report, and with the concurrence of the DDA may be forwarded to the Awards Committee.

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Attachments:

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- 1 - [REDACTED]
- 2 - Employee Suggestion Package